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Policies and Procedures Minutes 1/24/2013

Policies and Procedures Subcommittee, Arlington School Committee

School Committee Room – January 24, 2013 –5:00 p.m.

APPROVED Minutes

In Attendance:

Subcommittee Members: Judson L. Pierce-Chair

Jeffrey Thielman(arrived at 5:15 p.m.)

Cindy Starks

School Committee Member: Bill Hayner (arrived at 5:30 p.m.)

Administration: Lucille Nicholson, Head Nurse

Ms. Starks moved to approve the minutes of 11/14/12, 11/27/12 and 12/11/12. Seconded by Mr. Pierce, Motion carried 2-0.

The Subcommittee decided to table the discussion of a policy on substitute pay until a time when the Human Resources Director, Mr. Spiegel, could attend the meeting.

The Subcommittee discussed File BEDH having to do with public participation at School Committee meetings. It was suggested that it would be good practice to have the participants write their name and address on the sign up form. Ms. Starks opined that anyone can speak on any issue, not just those listed on the agenda for that given night, and can come every night if he or she wants to. It was noted that the public can criticize or praise APS personnel, as long as it is not anonymous, and Files GBK and KEB dealing with staff complaints more fully talks about this. It was pointed out that at all times state and federal law supercede our policies. Perhaps we can recommend that the following language be placed in our policy "that anonymous complaints will be addressed in accordance with state and federal law." That for example if there is anonymous complaint referencing abuse (51A) then it must be followed up. Mr. Thielman suggested setting up a web page for the public to send the School Committee emails.

The Subcommittee met with Lucille Nicholson about six proposed policies/revisions: Accident Reports, Communicable Diseases, Immunization of Students, Physical Examination of Students, Medication Policy, and First Aid. Ms. Nicholson stated that her review of several health policies informed her that they needed updating. Regarding the APS doctor she will ask Mr. Spiegel to call Dr. David Pangburn regarding his contract to be the APS physician because we would like to see what it says.

Ms. Nicholson suggested merging policies EBBA(First Aid) and EBBAA(Policy on the Administration of First Aid in Elementary Schools) into new policy EBBAA(Policy on the Administration of First Aid). Regarding JLCD(Medication Policy) it was suggested that prescribed medicine will be administered in schools according to the MA DPH regs and only by a registered nurse.

Regarding JLCA(Physical Examination of Students) Ms. Nicholson suggested removing that the school physician shall examine athletes and put "licensed physician".

Regarding JLCB(Immunization of Students) Ms. Nicholson suggested adding a new section for medical and religious exemption and for homeless children whereby they cannot be denied entry to school if they don't have their immunization records.

Regarding JLCC(Communicable Diseases) it was noted that the DPH does not consider the flu to be a communicable disease that a parent/guardian must provide written documentation from the primary care physician providing clearance to return to school. It was also noted that teachers already are reporting information of when children who are showing signs of being in ill health or suffering from a contagious disease to the Principal. Ms. Nicholson will research whether written notice is required from the school nurse to the parent or

guardian that a child must be taken home and get back to the subcommittee.

Regarding EBBB-R (Accident Reports) Ms. Nicholson noted that there is no such thing as a nurse being "on call". Also that all accidents or injuries which occur in a school building or on the grounds must be reported to the health office immediately. Another change is that the health staff(nurse) will be responsible for completing accident reports which are to be sent to the Principal's office for his/her signature. A copy is to be sent to the Nurse Leader and kept on file in his/her office (formerly the Superintendent's office).

The Subcommittee will receive edits and revisions of the preceding policies to vote on at the next meeting.

Mr. Thielman moved to adjourn at 6:05 pm. Seconded by Ms. Starks. Voted 3-0.